



## Helena College Employment Contracts

The following procedures will guide you through the standard processes of a Helena College employment contract. Because unique circumstances may exist for some contracts, please contact the Human Resources Department with any questions.

1. **Prior to commencing any work** for Helena College, **including volunteering**, all employees must have a signed contract from the Dean/CEO or designated official. Additionally, all employment forms from human resources must be completed.
2. **No later than three (3) days** after commencement of employment, a completed I9 form must be on file with human resources or their employment will be terminated in accordance with federal immigration law.
3. Terms of employment contracts must clearly state length of contract, compensation, funding source, description of work to be performed, and normal work hours, if applicable. See human resources for templates, if needed.
4. If a timecard is required to document time and effort, appropriate payroll data will not be entered until human resources receives a properly completed and approved timecard.
5. Faculty performing **duties requiring extra compensation** will follow **Helena College Faculty Extra Compensation Procedures**.
6. If a Helena College employee is performing duties outside their normal duties and responsibilities and compensated on a different contract, contact human resources **prior to starting work** for contract guidance.